

CODE/PLAN REVIEW CONSULTANT

PURPOSE: To assist owners, developers, contractors, and others in the process of reviewing building construction plans and obtaining permits.

FUNCTIONAL AREAS:

1. Review and approve building construction plans and permits.
 - * A. Schedule and attend preconstruction conferences with builders, architects, engineers, and others to review preliminary plans.
 - * B. Inspect plans, blueprints, and specifications for compliance with applicable building codes, ordinances, and statutes.
 - * C. Explain to applicants aspects of plans that do not meet building code requirements.
 - * D. Determine all necessary permits and applicable building codes and requirements.
 - * E. Review and, as applicable, approve permit applications.
 - * F. Calculate fees, secure payments, and issue permits and licenses.
 - * G. Ensure the permit applicant is properly licensed and bonded as required.
 - * H. Ensure that proper City departments and agencies are notified of construction plans.
 - I. Perform related tasks as assigned.
2. Provide information and assistance to property owners, contractors, developers, building managers, tenants, and the general public.
 - * A. Interpret building codes, ordinances, and statutes.
 - * B. Provide explanations of code requirements that pertain to submitted plans.
 - * C. Research and respond to inquiries; investigate and resolve complaints.
 - * D. Maintain accurate files, both paper and computer, on permits, multiple dwellings, etc.
 - * E. Collect and process inspection data.
 - * F. Coordinate and schedule interim and final inspections on construction projects.
 - * G. Review new legislation regarding building codes, ordinances, and regulations.
 - * H. Compile informational handouts on commonly asked questions regarding building codes and ordinances.
 - I. Issue Certificates of Occupancy.
 - * J. Attend required code-change seminars and conferences held by the State Building Code Division and other agencies.

JOB REQUIREMENTS

EDUCATION AND EXPERIENCE REQUIREMENTS:

- † A. Two (2) years of education and/or experience which demonstrates a proficiency in the knowledge, skills, and abilities listed below. Examples of acceptable education might include architectural drafting or building trades; acceptable experience might include construction inspection or office work involving building codes and permits.

KNOWLEDGE REQUIREMENTS:

- † A. Extensive knowledge of applicable building codes, ordinances, and statutes.
- † B. Knowledge of architectural design principles and building construction methods.
- † C. Knowledge of office methods and procedures.

SKILL REQUIREMENTS:

- † A. Skill in communicating effectively orally and in writing.
- † B. Skill in basic mathematical computations, including computing areas and fees, counting cash, and making change.
- † C. Skill in operating computers, calculators, and other office machines.
- † D. Skill in reading and interpreting legal descriptions, building plans, specifications, codes, and ordinances.
- E. Skill in properly applying building codes and ordinances.
- † F. Skill in maintaining records and files, both paper and electronic.
- † G. Skill in interpersonal and customer relations and conflict management.

ABILITY REQUIREMENTS:

- † A. Ability to establish and maintain effective working relationships with supervisors, peers, and the general public.
- † B. Ability to exercise independent judgement.
- † C. Ability to transport oneself to, from, and around construction sites within the City of Duluth.
- † D. Ability to attend work on a regularly scheduled basis.
- † E. Ability to occasionally lift and carry articles such as dockets, ledgers, plans and specifications weighing up to 40 pounds.

* Essential functions of the classification.

† Minimum requirements of the classification necessary on the first day of employment.

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CSB 20000707
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